2012 - 2013 Annual Report

LegalAid
SASKATCHEWAN

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Mission

We promote access to justice for eligible persons through the provision of quality legal assistance.

Vision

The Saskatchewan Legal Aid Commission will be an innovative, collaborative legal aid system that responds to the needs of low income persons.

Legislative Mandate

The Legal Aid Act and The Legal Aid Regulations provide the legislative mandate for The Saskatchewan Legal Aid Commission.

Existing since 1974, The Saskatchewan Legal Aid Commission provides legal services to persons and organizations for criminal and civil matters where those persons and organizations are financially unable to secure these services from their own resources.

Staff Profile

Legal Aid Saskatchewan uses a salaried staff delivery model for providing legal services to most of its applicants (93% of its cases in 2012-13). At March 31st, 2013 LAS had 163 staff positions located in 15 offices throughout the province.

LAS has a unionized workplace, with 86% of the staff represented by CUPE local 1949 and managerial and exempt staff comprising the remaining 14%.

LAS has many long service employees, with 38 staff members (approximately 23%) employed by the organization for over 25 years.

Legal Aid is committed to hiring practices that will assist our organization in meeting the employment equity goals set by the Saskatchewan Human Rights Commission (SHRC), as follows:

SHRC DESIRED EMPLOYMENT PROFILE	Saskatchewan Legal Aid Profile
13.1 percent of staff self-declared as Aboriginal	14.0 percent of staff have self-declared as Aboriginal
9.7 percent are persons with disabilities	6.7 percent of our staff are persons with disabilities
47 percent of all lawyers and management are women	35.3 percent of our management team are women
3.8 percent are visible minorities	2.4 percent of our staff are visible minority

Financial Eligibility

According to Section 3 of the Legal Aid Regulations, applicants are financially eligible for services if:

- they are receiving income from Social Assistance or Band Assistance; or
- their financial resources are at Social Assistance levels; or
- the costs of obtaining the services from a private lawyer would reduce their financial resources to Social Assistance levels.

Service

Legal services are provided to financially eligible applicants if the criminal charge or family problem falls within the range of matters for which LAS offers representation and if the matter has a reasonable prospect of being resolved or achieved. Services are provided in federal criminal matters (adult and youth) and family law.

Legal advice, through the "Brydges Line", is available to those arrested or detained, regardless of financial status.

Summary advice and information may be provided to anyone by a LAS lawyer about a wide range of matters if they involve no more than a brief interview or telephone call.

LAS provides duty counsel service for in-custody clients at virtually all of the 80 provincial court points at which our lawyers attend. There are duty counsel service programs operating in provincial courts in Regina, Saskatoon and Prince Albert.

Client Demographics

Aboriginal

- 72% of our clients have self-identified as Aboriginal
- Of those who identified as Aboriginal, 86% were applying for criminal matters while 14% were for family matters
- 30% of our Aboriginal clients are female and they make up 37% of our family clients

Residence

- 19% of our clients lived in Saskatoon at the time of their application
- 16% were from Regina
- 6% were from Prince Albert
- La Loche was our highest client rural location with 315 or 2% of our clients from that northern town

General

- 24% of clients identified as non-Aboriginal and 5% did not identify as either
- 68% of our clients are male, leaving 32% female

Services

- For criminal cases, 78% of our clients are male
- Of our family cases, 73% of our clients are female

Family size is an element of our financial eligibility determination, so we track the number of our clients' dependents:

- 62% of our clients have no dependents
- 30% of our clients have between 1 and 3 dependents
- 7% of our clients have 4 or more dependents

Her Honour
The Honourable Vaughn Solomon Schofield
Lieutenant Governor of the
Province of Saskatchewan

May It Please Your Honour:

I have the pleasure to transmit to your Honour the Annual Report of The Saskatchewan Legal Aid Commission for the year ending March 31, 2013.

Respectfully submitted,

Gordon Wyant Q.C.,
Minister of Justice and Attorney General

THE HONOURABLE GORDON WYANT, Q.C.
MINISTER OF JUSTICE AND ATTORNEY GENERAL
PROVINCE OF SASKATCHEWAN

Dear Mr. Wyant:

It is my pleasure to forward to you the Annual Report of The Saskatchewan Legal Aid Commission according to *The Legal Aid Act*, depicting the affairs of the Commission in the 2012-2013 fiscal year.

Respectfully submitted,

W. Brent Gough, Q.C.
Chairperson

CRAIG W.J. GOEBEL, CEO

As of April, 2013, when this was written, I have been Chief Executive Officer of Legal Aid Saskatchewan (LAS) for a year. I have had the benefit of useful instruction and advice from many of the Legal Directors and Commissioners, especially Brent Gough, Q.C., our Chairman and from staff members, so I know much more now than when I started. Thanks are due to all of them for their generous help and forbearance when I made mistakes of which there were more than a few. Experience also provides a measure of insight and of perspective. As to those, respectively, I am most pleased that I have come to Legal Aid Saskatchewan where I can work with people so committed to public service and to Saskatchewan where I can see the world bend – each realisation humbling in its own way.

This report is about the endeavours of our dedicated staff members and the private bar lawyers who also assist our clients.

We had another year of discharging our obligations and meeting new challenges. High-quality legal services were provided by legal staff in our 14 offices and by 107 private lawyers from around the province to 14,000 new criminal and family law clients, in addition to working for those whose files continued from prior years. Our criminal defence lawyers served clients at 80 Provincial Court locations, flying-in or driving long distances to the rural and remote court points. Of note is that, aside from our counsel attending Queen's Bench and Appeal Courts, this year one LAS lawyer argued a case at the Supreme Court of Canada, achieving a successful result for her client. Family lawyers and legal assistants helped several thousand parent-clients and their children.

The Legal Aid Information Network (LAIN) has been in service for more than two years and its comprehensive reports are helping us devise ways to be more client-focused and improve our service. This year, for the first time, we used a confidential survey to ask staff members about their sense of engagement with their work and LAS. These responses will assist us in enhancing our people's commitment through striving for performance excellence and a better work experience. We also continued to look at how to operate more effectively, as the Director of Planning and Administration wound through several more offices asking staff about their activities and processes and how they could be improved and then offering recommendations to Legal Directors for implementation.

Again this year, some professional development (PD) programs were produced and presented by Legal Aid lawyers to their colleagues. LAS has been accredited by the Law Society to provide its own legal training, which means, though staff often attend outside seminars and conferences, we can economically offer more opportunities for lawyers to learn and acquire PD credits. We intend next year to increase our non-lawyer staff training as part of our commitment to improving everyone's skills and knowledge.

In last year's report I stated that "Legal Aid is an integral part of the justice system; without its presence in a robust form there are deficits in the provision of necessary legal services to those most in need of and least able to afford them, reducing access to justice for all" ... As part of our support for the cause of Canadians having a fully-funded legal aid system and thus better access to justice, we participated with other legal system stakeholders in several programs and working sessions that were undertaken to find more ways to improve the juridical lot of low income people. The need has long been evident and there seems to be a new momentum to the efforts in response to that need. We intend to be a leader in this effort.

As per the tradition, we wish to acknowledge and thank for their exceptional service the following employees who retired during the year:

- Barb Loader, after 29 years
- Olive Pirot, after 30 years
- Allan Snell Q.C., after 5 years
- Barry Treacy Q.C., after 30 years

Over the year Legal Aid Saskatchewan offices were refreshed by the following new employees having joined us:

- Ramona Brass, Prince Albert
- Trisha Davey, Central
- Alex Deacon, Regina Rural
- Tina Dukart, South East
- R. Lee Douglas, Meadow Lake
- John Epp, Central
- Craig Goebel, Central
- Kathy Hanson, Melfort
- Nana Kato, Saskatoon City Criminal
- Melissa McNeil, Northern
- Joyce Morris, Prince Albert
- Donna Selby, Saskatoon City Criminal
- Oles Shnurovskyy, Regina City
- Dora Simonin, Meadow Lake
- Maja Starovic, Regina City
- Silvia Suman, Prince Albert
- Shannon Taylor, Saskatoon City Family
- R. Greg Wilson, South East

The small group of private bar lawyers deserves our appreciation as well, always ready as they are to take cases for needy clients and many times putting in extra effort. This year, 107 private bar lawyers opened 1,118 new cases and many also undertook duty counsel work.

We would do well to commend the efforts of the few and stalwart Saskatchewan lawyers who offered duty counsel advice to well over 14,000 people 24 hours a day, 7 days a week via the Brydges Line.

LAS had again this past year the benefit of substantial support from staff in the Ministry of Justice and from Minister Gordon Wyant, Q.C., all of whom we thank for their good will and patience.

Of course, the whole enterprise would not work as well as it does without the effort, skill and dedication of the staff and Directors in the 14 area offices and at Central Office, to all of whom I wish to express my gratitude and that of the Commissioners.

Looking ahead, for Legal Aid Saskatchewan to continue to meet its responsibilities to the people of Saskatchewan, we will be renewing ourselves through: adding new Commissioners; undertaking strategic planning for the next few years; introducing practice and performance programs tied to these new plans; developing better operations and methods for serving clients; looking for ways "to go green" and strengthening relations within our communities and with our legal system partners.

Many thanks to all for helping me through this interesting, informative and fun-filled first year.

MEMBERS FROM APRIL 1, 2012 to MARCH 31, 2013

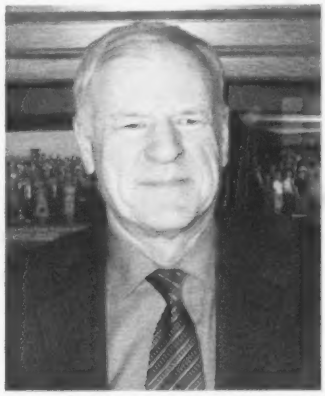
The Legal Aid Act provides for the appointment of ten members – two appointed by the Law Society of Saskatchewan, six members appointed by the Lieutenant Governor in Council, one member who is an employee of the Ministry of Justice appointed by the Minister of Justice and Attorney General and one member who is an employee of the Ministry of Social Services appointed by the Minister of Social Services.

In the past year, there were three vacancies on the Commission.

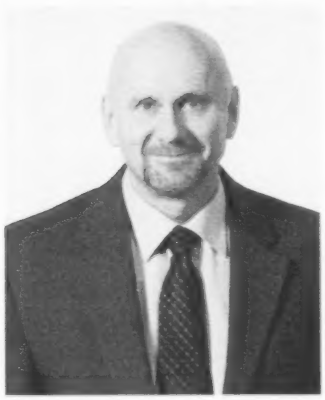
W. BRENT GOUGH, Q.C.
Chair - Saskatoon
Appointed by the Lieutenant Governor in Council

IRWIN HENNIE
La Ronge
Appointed by the Lieutenant Governor in Council

ALMA WIEBE, Q.C.
Saskatoon
Appointed by the Lieutenant Governor in Council



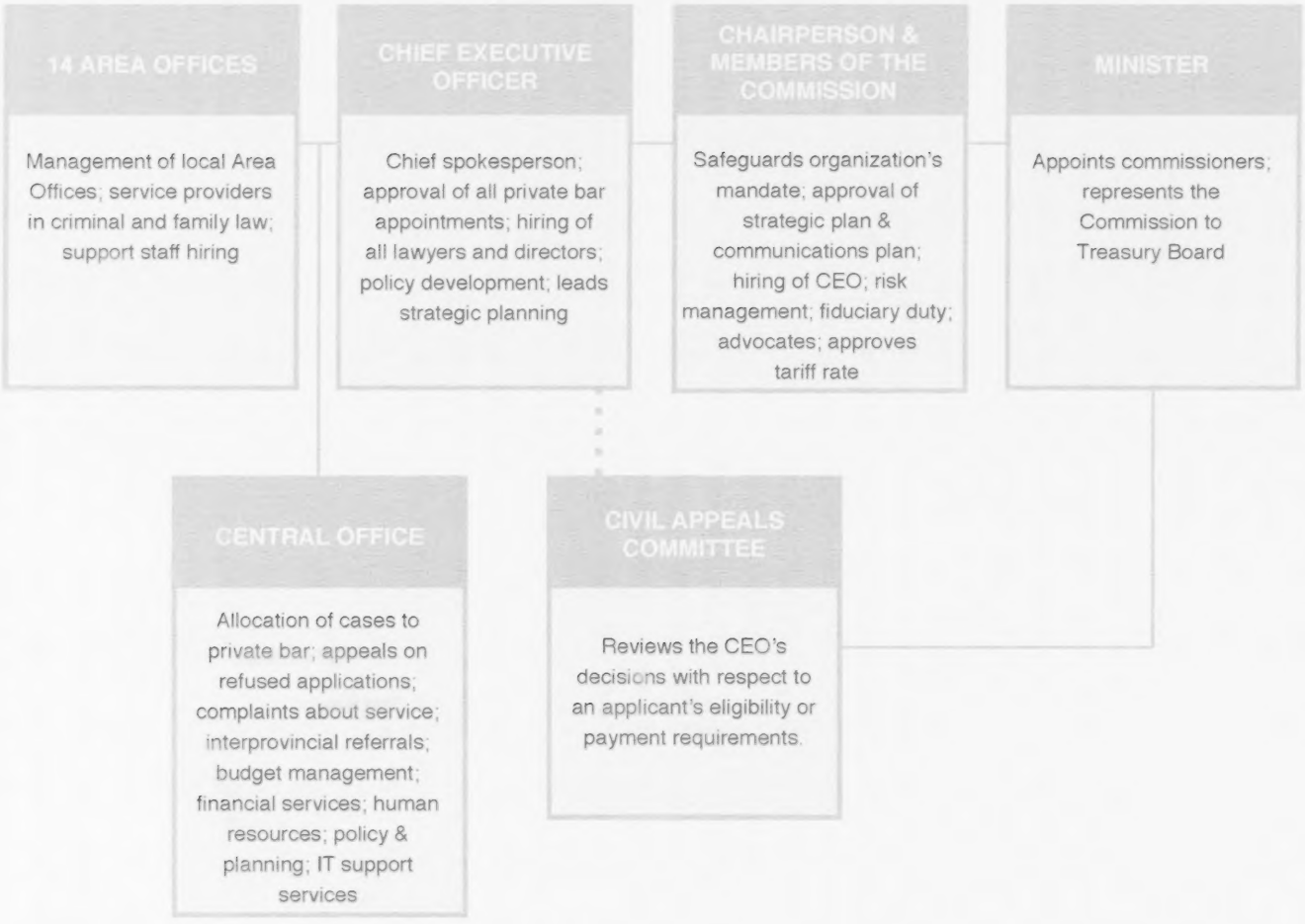
RONALD KRUZENSKI, Q.C.
Regina
Appointed by the Law Society of Saskatchewan



JAY WATSON
Vice-Chair - Saskatoon
Appointed by the Law Society of Saskatchewan

ROD CROOK
Regina
Appointed by the Minister of Justice and Attorney General

KEN ACTON
Saskatoon
Appointed by the Minister of Social Services


14 AREA OFFICES
Management of local Area Offices; service providers in criminal and family law; support staff hiring
CHIEF EXECUTIVE OFFICER
Chief spokesperson; approval of all private bar appointments; hiring of all lawyers and directors; policy development; leads strategic planning
CHAIRPERSON & MEMBERS OF THE COMMISSION
Safeguards organization's mandate; approval of strategic plan & communications plan; hiring of CEO; risk management; fiduciary duty; advocates; approves tariff rate
MINISTER
Appoints commissioners; represents the Commission to Treasury Board
CENTRAL OFFICE
Allocation of cases to private bar; appeals on refused applications; complaints about service; interprovincial referrals; budget management; financial services; human resources; policy & planning; IT support services
CIVIL APPEALS COMMITTEE
Reviews the CEO's decisions with respect to an applicant's eligibility or payment requirements.

MANAGEMENT TEAM IN VARIOUS OFFICES – AT MARCH 31ST, 2013

David Andrews, Q.C.
Director, Regina Rural

Jerome Boyko
Director of Finance & IT, Central

David Bright
Director, Yorkton

George Combe
Acting Director, Prince Albert
Director, Saskatoon City Criminal

Kimberly Earing
Director, Northern

Craig Goebel
Chief Executive Officer, Central

Robert Grimsrud
Director, South East

Dona Jones
Director of Human Resources, Central

Janice Lawrence, Q.C.
Director, The Battlefords

Adrian McBride
Director, Swift Current

Donald Mulford, Q.C.
Director, Saskatoon Rural

Rosanne Newman, Q.C.
Director, Melfort

Kelly Shaw
Director, Saskatoon City Family

Mervyn Shaw, Q.C.
Director, Moose Jaw

Karen Srodulski
Director, Meadow Lake

James Struthers, Q.C.
Director, Regina City

Vacant [as of December 31, 2013 to March 31, 2013] Director of Planning & Administration, Central

The Board of Commissioners of Legal Aid Saskatchewan has identified three elements to define and measure success for Legal Aid:

- *A client's ability to access our services*
- *The quality and perceived quality of our services*
- *The organizational "health" of Legal Aid*

These elements provide a roadmap to achieving our mandate of providing legal services to those who cannot afford them from their own means. Each element has different measures that tell us if we are closer to or further away from meeting our definitions of success. These measures have been articulated and reported on in the past few Annual Reports. This report details data collected to date along with caseloads and finances.

A CLIENT'S ABILITY TO ACCESS OUR SERVICES

We know Legal Aid is successful when those who need us the most can access our services consistently, regardless of their circumstances.

MEASURE OF SUCCESS

- Waiting times for clients to connect with a lawyer for their first appointment
- Number and relative proximity of physical access points for clients
- Number of formal denials
- Appropriate proportion of family law and criminal cases

Summary of Measures

A person's ability to connect with our services is of paramount importance to LAS. We have chosen to concentrate on measures that touch upon a wide range of access issues such as: waiting times, physical access and eligibility to receive services.

Table 1:
Waiting Times: Average Across our Fourteen Offices

	At May 2013	At May 2012	At May 2011
Criminal Adult	2.6 weeks	2.6 weeks	3.5 weeks
Criminal Youth	2.4 weeks	3 weeks	2.9 weeks
Family Matters	3.9 weeks	2.9 weeks	3.8 weeks

This year, LAS expanded the financial eligibility guidelines through the suspension of the contribution policy. The former guidelines had two levels of financial eligibility for each household. Under the lower threshold, clients received services free of charge, while under the higher threshold, clients were expected to make a modest contribution towards their expenses. The expanded guidelines adopted the higher threshold for all applications, allowing more clients to access legal services without being required to contribute financially.

The purpose of this change was to recognize the realities that the fiscal differences between the two types of clients was so minor and many people who did not or could not afford to repay any contribution imposed; further more time than what was worth was expended to try to collect contributions with little or no success. The contribution policy was unfair to similarly impoverished people and its resumption should abide the implementation of more equitable financial guidelines and determination of its efficacy.

Table 2:
OTHER MEASURES

	2012/13	2011/12	2010/11
Applications Denied	2,812	2,976	2,807
Reviewed by the CEO/ Civil Appeals Committee	794	811	869
Accepted	163	134	141
Proportion of Family Law to Criminal Law	19/81	19/81	19/81

In 2012/13, LAS received 61 incoming reciprocals from other provinces and referred 97 outgoing reciprocals to other provinces.

Approximately 85% of Saskatchewan residents live within 1 hour driving time of a Legal Aid office or frequently-visited court point.

THE QUALITY & PERCEIVED QUALITY OF OUR SERVICES

We know legal aid is successful when we consistently provide, to each of our clients, high quality service that is in line with our organizational values.

MEASURE OF SUCCESS

- Appropriate number of cases/office
- Appropriate level of professional development for staff
- Number of complaints received
- Average years of service of staff

Summary of Measure

Measuring quality is one of the most difficult challenges for a service organization, but also one of the most critical. What we have chosen to do is focus on those measures that can be indirect indicators of our ability to provide quality service: caseloads, staff training, feedback and staff experience providing services.

CASELOADS

This fiscal year marks the second full year with our Legal Aid Information Network (LAIN). Our ultimate goal is to reflect the client experience; by looking at our data we should be able to trace a client's journey through our administrative and legal services. The more quantitative and qualitative reporting we have about the client experience, the better reflection we have of that experience.

By spending time and energy on improving our data collection processes we inherently make it more difficult to compare ourselves directly to our past data. Whenever possible, we've tried to show comparisons to previous years, but in some cases we are collecting new statistics and that comparison is simply not possible.

Caseloads can be examined in numerous ways. In the tables below, we have shown a three-year comparison of new applications, new full-service cases opened, cases closed and cases abandoned. In Table 3.5, we've shown a snapshot of activity for each of the Area Offices as of March 31, 2013. Definitions of statuses can be found in the glossary at the back of this report.

The introduction of LAIN included the separation of the "abandoned" file status into two new file statuses – client abandoned and discontinued (please see the glossary for definitions of these terms). Previously, we did not have data on these two groups of clients. Because these are actual clients who are "lost" along the way to resolution of their matters, we are undertaking research to better understand the issues which lead them to sever their relationships with LAS before their cases are closed. This will allow us to adjust and/or implement new processes accordingly.

Table 3.1:
New Applications in Fiscal Year (April 1 - March 31)

	2012/13	2011/12	2010/11
Received	19,279*	21,624	22,849
Denied	2,812	2,976	2,807
Discontinued[1]	643	903	n/a
Total Applications for Referral	15,824	17,745	20,042

As of March 31, 2013

[1] This is a new status in LAIN and would have previously been counted as abandoned cases.

*There are 138 cases in the system without a status which accounts for the differences in total cases between this table and Table 3.6. The offices with the discrepancies are identified in Table 3.5.

Table 3.2:
New Full-Services Cases Opened in Fiscal Year[1]

	2012/13	2011/12	2010/11
By Staff			
Criminal Adult	8,963	9,719	11,795
Criminal Youth	2,848	3,381	3,835
Family	2,818	3,337	3,677
Total Cases Opened	14,629	16,437	19,307
By Private Bar[2]			
Criminal Adult	759	927	1,113
Criminal Youth	232	341	n/a[3]
Family	127	166	170
Total Cases Opened	1,118	1,434	1,283
TOTAL CASES OPENED	15,747	17,871	20,590

[1] At the end of the fiscal year, these cases may be closed, pending or ongoing.

[2] Private Bar lawyer on contract

[3] Prior to the implementation of LAIN, adult and youth criminal files were not reported separately in the Annual Report.

Table 3.3: Full-Services Cases Closed in Fiscal Year[1]

	2012/13	2011/12	2010/11
By Staff			
Criminal Adult	9,033	9,640	10,664
Criminal Youth	3,368	3,358	3,657
Family	2,847	3,085	2,399
Total Cases Closed	15,248	16,083	16,720
By Private Bar			
Criminal Adult	832	832	730
Criminal Youth	286	343	298
Family	138	163	159
Total Cases Closed	1,256	1,338	1,187
TOTAL CASES CLOSED	16,504	17,421	17,907

[1] These cases may have been opened in previous fiscal years, and include cases labelled as matter complete or as client abandoned (see glossary for further explanation).

Table 3.4: Full-Service Staff Cases Abandoned in Fiscal Year[1]

	2012/13	2011/12	2010/11[2]
Criminal	1,228	1,432	n/a
Family	1,213	1,408	n/a
Total Abandoned Cases	2,441	2,840	n/a

[1]This information is not available for cases handled by the private bar. These cases may have been opened in previous fiscal years.
[2] The definition of an abandoned case changed with the implementation of LAIN. Therefore, figures for 2010/11 and previous years are not directly comparable to current figures.

The table below shows a snapshot of activity as of March 31, 2013. As case statuses are continually changing as applications and files move though the system, snapshots will change from day to day. Unlike previous tables, this table does not include cases opened prior to April 1, 2012.

Table 3.5: Area Office Cases by Status (on March 31,2013)

AREA OFFICE	COMPLETED	ONGOING	ABANDONED	PENDING	DENIED	DISCONTINUED	AWAITING TRANSFER	OUTGOING RECIPROCAL	TOTAL
Battlefords	970	418	91	11	182	2	2	6	1,682
Meadow Lake	668	513	141	29	298	18	5	3	1,675
Melfort	379	178	69	6	120	5	0	4	761
Moose Jaw	157	231	50	41	146	21	3	4	653*
Northern	876	348	72	213	54	0	0	4	1,567
Prince Albert	530	339	161	300	205	127	1	8	1,671
Regina City	959	729	179	307	578	308	1	8	3,069*
Regina Rural	527	522	92	9	21	0	1	3	1,175*
Saskatoon City Criminal	818	508	219	127	828	97	2	0	2,599
Saskatoon City Family	158	344	65	10	132	2	1	9	721
Saskatoon Rural	243	215	61	5	63	16	2	5	610
South East	172	124	42	2	48	0	1	2	391
Swift Current	106	57	35	28	51	10	0	5	292
Yorkton	705	268	45	30	80	37	0	11	1,176
Central Office	1	0	0	2	0	0	0	0	3
Private Office	378	0	45	667	6	0	0	0	1,096
Totals	7,647	4,794	1,367	1,787	2,812	643	19	72	19,141*

*There are 135 cases in the system without a status which accounts for the differences in total cases between this table and Tables 3.1 and 3.6. The offices with the discrepancies are identified in Tables 3.5 and 3.6.

Table 3.6:
Full Service Applications Opened by Area Office and Type of Application (April 1, 2012 - March 31, 2013)

AREA OFFICE	CRIMINAL	FAMILY/ CIVIL	TOTAL
Battlefords	1,510	172	1,682
Meadow Lake	1,459	216	1,675
Melfort	618	143	761
Moose Jaw	448	206	654*
Northern	1,389	178	1,567
Prince Albert	1,313	358	1,671
Regina City	2,210	995	3,205
Regina Rural	823	343	1,176*
Saskatoon City Criminal	2,599	0	2,599
Saskatoon City Family	0	721	721
Saskatoon Rural	422	188	610
South East	273	118	391
Swift Current	204	88	292
Central Office	921	255	1,176
Yorkton	3	0	3
Private Bar	968	128	1,096
Total	15,170	4,109	19,279*

*There are 138 cases in the system without a status which accounts for the differences in total cases between this table and Table 3.5. The offices with the discrepancies are identified in Tables 3.5 and 3.6.

Table 4:
Other Measures of Quality Services

	2012/13	2011/12	2010/11
Avg. Prof. Dev. Cost/Full Time Equivalent (FTE)	$656	$659	$763
Avg. Prof. Dev. Hours/ Lawyer FTE	29.5	28.8	30.8
Formal Complaints from Clients*	43	38	67
Avg. Years of Service	14.9	14.83	14.57

*written complaints received directly by Legal Aid Saskatchewan or the Ministry of Justice

Table 3.7:
Other Services Provided by Area Office (April 1, 2012 - March 31, 2013)

AREA OFFICE	DUTY COUNSEL ADVICE	DUTY COUNSEL SERVICE	SUMMARY ADVICE
Battlefords	2	0*	10
Meadow Lake	3	0*	7
Melfort	3	1*	1
Moose Jaw	4	1*	73
Northern	5	0*	16
Prince Albert	4	1,120	0
Regina City	1	1,481	13
Regina Rural	10	2*	80
Saskatoon City Criminal	4	2,508	1
Saskatoon Rural	0	29	65
South East	10	19	131
Swift Current	8	15	51
Yorkton	2	1*	23
Bryciges Line	14,438	0	0
Total	14,494	5,177	471

*While duty counsel service is provided by all offices, some have yet to record their activities. This will improve over the next year.

HEALTHY ORGANIZATION

We know that Legal Aid is successful when we are a healthy organization characterized by strong fiscal and resource management, robust employee wellness and leadership with vision for the future.

MEASURE OF SUCCESS

- Variance between the budget and actual expenditures
- Budgetary value compared to other Legal Aid plans
- Appropriate staff retention rates
- Employee absences/engagement rates

Summary of Measures

Service organizations, such as LAS, often focus on service outputs when measuring success. It is sometimes easy to forget that quality services require a strong, healthy organization from which to provide these services. Strategies that are developed to recruit staff and keep them engaged in the organization are critical factors in LAS success. Strong financial management by the Finance Department is also key, together with its cooperation with the Human Resources, to ensure our human resources are used in the most effective manner.

The Commission believes these factors combined with purposeful vision support an organization that is healthy enough to provide our clients with access to justice.

Please note that most financial information will be found elsewhere in this report but some are highlighted below.

Table 5:
Variance between budgeted & actual revenue & expenditures

	2012-13 Planned (in $=000s)	2012-13 Actuals (in $=000s)
Operating Fund Revenue:		
Appropriation	$22,494	$22,369
Other	$100	$144
Total	**$22,594**	**$22,513**
Operating Fund Expenses:		
Direct Legal Service[1]	$19,827	$18,921
Administration[2]	$3,090	$3,250
Sub-total	**$22,917**	**$22,171**
Amortization and writedown of tangible capital assets	$0	$306
Total	**$22,917**	**$22,477**
Excess (Deficiency) of Revenue	($323)	$36

[1]Direct legal service expenditures include salaries & benefits, travel, provision of legal services and other legal expenses from Area Offices.
[2]Administrative expenditures include Central Office salaries and benefits, administrative travel, accommodation, telephone, postage, stationery & office supplies, periodicals, photocopying and other operating expenses.

The data from other jurisdictions required to report on budgetary value compared to other Legal Aid plans was not available at the time of writing of this report. It is expected to be available in Fall 2013 and will be used to inform budgetary decisions.

Table 6:
Employee Wellness

	2012/13	2011/12	2010/11
Employee Sick Time (Days/Employee)	8.4	8.64	9.03
Staff Retention: Lawyers who left	3 of 89	1 of 88	3 of 88
Staff Retention: Admin Staff who left	4 of 77	3 of 77	3 of 77
Retirements: Lawyers	3 of 89	2 of 88	2 of 88
Retirements: Admin Staff	1 of 77	2 of 77	2 of 77

SOURCE FUNDING

In 2012-2013, Legal Aid Saskatchewan received funding from three sources:

- Funds appropriated by the Provincial Government through the Ministry of Justice.
- Grants from the Law Foundation of Saskatchewan and the Legal Aid Endowment Fund Trust for special projects.
- Costs awarded by the Court on behalf of clients, interest earned on monies invested and miscellaneous receipts.

The Government of Canada reimbursed the Province for some of the Legal Aid expenditures on federal criminal matters (adult and youth). The contribution agreement was renewed this year for five years in the amount of $4.2 million.

DISTRIBUTION OF FUNDING

In 2012 -2013, the budget of $22.5 million was divided into the two general areas of direct legal service and administration.

Table 7.1: Distribution of Funding

	2012/13	2011/12 (restated)	2010/11 (restated)
Revenue	$22,512,912	$22,189,179	$21,593,922
Expenditures	$22,477,038	$22,411,278	$21,315,250
Excess (Deficiency) of Revenue over Expenditures	$35,874	($222,099)	$278,672
Accumulated Surplus, end of year[1]	$962,161	$926,287	$1,148,386
Contribution of Federal Government - Adult Criminal and Young Offenders[2]	$4,202,560	$4,202,560	$4,202,560
Per Capita Expenditures on Legal Aid	$20.34	$20.88	$20.12
Number of members of the private bar actively involved in providing services	107	111	112

[1]During the year, the Commission adopted the Canadian Public Sector accounting standards and as a result, the investment of Capital Funds and Unrestricted Assets of prior years have been consolidated as Accumulated Surplus.
[2]This is the amount of funding expected to be transferred from the Federal Government to the Provincial Government as per the contribution agreement.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

Management is responsible for the integrity of the financial information reported by The Saskatchewan Legal Aid Commission. Fulfilling this responsibility requires the preparation and presentation of financial statements and other financial information according to generally accepted accounting principles. These recommendations are concisely applied, with any exceptions specifically described in the financial statements.

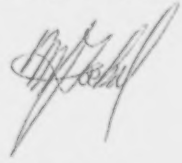
The accounting system used by the Commission includes an appropriate system of internal controls to provide reasonable assurance that:

- transactions are authorized
- the Commission's assets are properly kept and financial reports are properly monitored to ensure reliable information is provided for preparation of financial statements and other information
- the accounts are properly kept and financial reports are properly monitored to ensure reliable information is provided for preparation of financial statements and other financial information

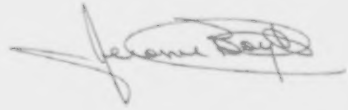
To ensure management meets its responsibilities for financial reporting and internal control, the members of The Saskatchewan Legal Aid Commission discuss audit and reporting matters with representatives of management at regular meetings.

The members of the Commission have also reviewed the financial statements with representatives of management. The Provincial Auditor of Saskatchewan has audited The Saskatchewan Legal Aid Commission's statement of financial position as of March 31, 2013, and the statement of operations and changes in the accumulated surplus, changes in net financial assets, and cash flows for the year then ended.

Their responsibility is to express an opinion on the fairness of management's financial statements. The Auditor's Report outlines the scope of the audit and the opinion.



Craig W.J. Goebel
Chief Executive Officer



Jerome Boyko, CA
Director of Finance

PROVINCIAL AUDITOR
of Saskatchewan

INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

I have audited the accompanying financial statements of Saskatchewan Legal Aid Commission, which comprise the statement of financial position as at March 31, 2013, March 31, 2012 and April 1, 2011, and the statement of operations and changes in accumulated surplus, statement of changes in net financial assets, and statement of cash flows for the years ended March 31, 2013 and March 31, 2012, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards for Treasury Board's approval, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

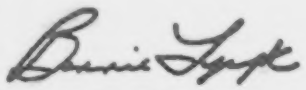
My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of Saskatchewan Legal Aid Commission as at March 31, 2013, March 31, 2012, and April 1, 2011, and the results of its operations, changes in net financial assets, and its cash flows for the years ended March 31, 2013 and March 31, 2012 in accordance with Canadian public sector accounting standards.



Regina, Saskatchewan
June 14, 2013

Bonnie Lysyk, MBA, CA
Provincial Auditor

1500 Chateau Tower - 1920 Broad Street - Regina, Saskatchewan - S4P 3V2
t 306.787.6398 f 306.787.6383 e info@auditor.sk.ca
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Statement 1

THE SASKATCHEWAN LEGAL AID COMMISSION
STATEMENT OF FINANCIAL POSITION
As at March 31

	2013	2012 (restated note 12)	April 1, 2011 (restated note 12)
Financial Assets			
Cash	$ 2,869,224	$ 2,748,732	$ 2,698,426
Accounts receivable			
Saskatchewan Ministry of Justice	100,000	---	---
Other	23,128	10,869	62,844
Total financial assets	2,992,352	2,759,601	2,761,270
Liabilities			
Accounts payable and accrued liabilities			
General	137,889	495,447	239,510
Private Solicitors' Fees	1,471,610	1,450,942	1,109,712
Employee Salaries and Benefits	549,889	362,504	842,540
Deferred Revenue	82,230	32,246	42,443
Total liabilities	2,241,618	2,341,139	2,234,205
Net financial assets	750,734	418,462	527,065
Non-financial assets			
Tangible capital assets	53,818	359,757	475,868
Prepaid expenses	157,609	148,068	145,453
Total Non-financial assets	211,427	507,825	621,321
Accumulated surplus	$ 962,161	$ 926,287	$ 1,148,386

(See accompanying notes)

Statement 2

THE SASKATCHEWAN LEGAL AID COMMISSION
STATEMENT OF OPERATIONS AND CHANGES IN ACCUMULATED SURPLUS
As at March 31

	2013		2012
	Budget (note 10)	Actual	(restated note 12)
Revenue			
Ministry of Justice Appropriation	$ 22,494,000	$ 22,369,000	$ 22,063,000
Grants	40,000	70,956	47,992
Other	60,305	72,956	78,187
Total revenue	22,594,305	22,512,912	22,189,179
Expenditures			
Salaries and employee benefits	16,811,391	16,444,795	16,157,423
Central Office administrative (schedule 1)	625,621	565,117	530,816
Area Office administrative and operating expenses (schedule 1)	1,709,471	1,737,313	2,140,449
Provision of legal services	2,742,500	2,400,101	2,449,271
Other legal expenses	222,350	195,063	186,537
Travel	806,000	828,710	751,448
Amortization of tangible capital assets	---	122,978	190,594
Loss on disposal of tangible capital assets	---	182,961	4,740
Total expenditures	22,917,333	22,477,038	22,411,278
Excess (deficiency) of revenue over expenditures	(323,028)	35,874	(222,099)
Accumulated surplus, beginning of year	926,287	926,287	1,148,386
Accumulated surplus, end of year	$ 603,259	$ 962,161	$ 926,287

(See accompanying notes)

Statement 3

THE SASKATCHEWAN LEGAL AID COMMISSION
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
Year Ended March 31

	2013	2012
Excess (deficiency) of revenue over expenditures	$ 35,874	$ (222,099)
Acquisition of tangible capital assets	---	(79,223)
Amortization of tangible capital assets	122,978	190,594
Loss on disposal of tangible capital assets	182,961	4,740
	305,939	116,111
Acquisition of prepaid expenses	(157,609)	(148,068)
Use of prepaid expenses	148,068	145,453
	(9,541)	(2,615)
Increase (decrease) in net financial assets	332,272	(108,603)
Net financial assets at beginning of year	418,462	527,065
Net financial assets at end of year	$ 750,734	$ 418,462

(See accompanying notes)

Statement 4

THE SASKATCHEWAN LEGAL AID COMMISSION
STATEMENT OF CASH FLOWS
Year Ended March 31

	2013	2012
Cash provided by (used in)		
OPERATING ACTIVITIES		
Appropriation funds received	$ 22,269,000	$ 22,063,000
Cash received from grants	120,940	87,794
Cash received from other revenue	61,950	74,030
Cash payments for salaries and benefits	(16,336,885)	(16,640,073)
Cash payments for other suppliers	(3,615,080)	(3,347,181)
Cash payments for legal services	(2,379,433)	(2,108,041)
Net cash provided by operating activities	120,492	129,529
INVESTING ACTIVITIES		
Purchase of capital assets	---	(79,223)
Net increase in cash	120,492	50,306
Cash, beginning of year	2,748,732	2,698,426
Cash, end of year	$ 2,869,224	$ 2,748,732

(See accompanying notes)

THE SASKATCHEWAN LEGAL AID COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2013

The Legal Aid Act came into force on September 1, 1983 by Order in Council 1275/83 and continued The Saskatchewan Community Legal Services Commission as a body corporate under the name of The Saskatchewan Legal Aid Commission (Commission). The purpose of the Commission is to provide legal services to persons and organizations for criminal and civil matters where those persons and organizations are financially unable to secure those services from their own resources.

1. Significant Accounting Policies

Commencing with the 2013 fiscal period, the Commission has adopted Canadian Public Sector Accounting (PSA) standards as issued by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. Previously the Commission's financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations. These financial statements are the first financial statements for which the Commission has applied Canadian PSA standards. Detailed information on the impact of transition from Canadian accounting standards for not-for-profit organizations to Canadian PSA standards are provided in Note 12.

The accounting standards have been consistently applied in preparing the financial statements for the year ended March 31, 2013, the comparative information presented in these financial statements and the opening statement of financial position as at April 1, 2011, the transition date. They include the following significant accounting policies:

a) Revenue

Revenues are recognized in the period in which the transactions or events occurred, that give rise to the revenues. All revenues are recorded on an accrual basis.

Other revenue is comprised of client contributions, cost recoveries, interest and miscellaneous receipts.

Externally restricted inflows are deferred when restrictions are placed on their use by the contributor, and are recognized as revenue when used for their specific purposes.

b) Expenses

Expenses are reported on an accrual basis. The costs of services incurred during the year are expensed.

c) Provision of Legal Services Expenditures

Provision of legal services expenditures include amounts billed by private bar lawyers to the Commission and an estimate of amounts of services performed by lawyers but not yet billed to the commission.

d) Tangible Capital Assets

Capital assets are recorded at cost, which includes amounts that are directly related to the acquisition, design, construction, development, improvement, or betterment of the asset. Normal repairs and maintenance are expensed as incurred. The capital assets are reduced annually by an amount representing the consumed cost of the asset calculated on a straight line basis as follows:

Computer Hardware	14 2/7% per annum
Computer Software	14 2/7% per annum
Library	14 2/7% per annum
Office Equipment and Furniture	14 2/7% per annum
Legal Aid Information Network (LAIN) Development Costs	33 1/3%per annum

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Commission's ability to provide services, or when the value of future economic benefits associated with the tangible capital assets is less than their net book value. The net writedowns (if any) are accounted for as expenses in the statement of operations.

e) Financial Instruments

All financial instruments are measured at fair value upon initial recognition. Cash is measured at fair value. Accounts receivable, accounts payable and accrued liabilities are measured at amortized cost. The Commission does not have any embedded derivatives in host contracts.

2. Financial Risk Management

The management of the Commission mitigates the risks associated with financial instruments with regular reporting to the members of the Commission.

Credit Risk:
Credit risk is the risk that one party to a transaction will fail to discharge an obligation and cause the other party to incur a financial loss. The Commission's exposure to credit risk is from the potential of non-payment of grants or accounts receivable. The credit risk on the receivables is not material as most grants are paid from the provincial appropriations and the other receivables are comprised of small amounts from contributions from clients.

Liquidity Risk:
Liquidity risk is the risk that the Commission is unable to meet its financial commitments as they become due. The Commission manages the liquidity risk from the monthly appropriations it receives from the Saskatchewan Ministry of Justice.

Market Risk:
Market risk represents the potential for loss from changes in the value of financial instruments due to changes in the market conditions. The Commission does not have any exposure to market risk.

3. Capital Management

The Commission's objective when managing its fund balances is to ensure adequate funding exists to support the operations and growth strategies of the Commission.

The Commission obtains its funding from provincial appropriations through the Ministry of Justice. The Commission does not have any debt.

The Commission monitors and assesses its financial performance by a monthly variance analysis of actual and yearly projections to approved budget. The budget and variance analysis is approved by the members of the Commission. The management of the Commission also provide an appropriation forecast to the Ministry of Justice.

4. Pension Plan

The Commission participates in a defined contribution pension plan for the benefit of its employees. The Commission's financial obligation to The Staff Pension Plan for Employees of The Saskatchewan Legal Aid Commission (Plan) is limited to making regular payments to match the amounts contributed by the employees for current service. The Commission's annual pension expense included in salaries and benefits for 2013 amounted to $785,677 (2012 - $759,742).

The Plan is administered and sponsored by a joint trustees arrangement. The joint trustees consist of four members, two appointed by the Commission and two appointed by C.U.P.E. Local 1949. The Commission provides day-to-day administration for the Trustees without charge to the Plan. Certain administration expenses of the Plan are initially paid by the commission and are subsequently refunded by the Plan. As at March 31, 2013, the Plan owed the Commission $5,100 (2012 – $3,603).

5. Tangible Capital Assets

During the year several tangible capital assets were written down as several assets were obsolete or the value of any future economic benefit associated with the assets were less than its net book values. The values of these writedowns are recorded in the statement of operations as a loss on disposal of tangible capital assets.

Tangible capital assets are comprised of the following amounts:

	2013			2012		
	Cost	Accumulated Amortization	Net Book Value	Cost	Accumulated Amortization	Net Book Value
Office equipment and furniture	$ 110,845	$ 57,027	$ 53,818	$ 971,878	$ 723,126	$ 248,752
LAIN Development Costs	321,432	321,432	---	321,432	214,288	107,144
Library	---	---	---	470,139	466,278	3,861
	$ 432,277	$ 378,459	$ 53,818	$1,763,449	$ 1,403,692	$ 359,757

6. Deferred Contributions and Grants

Deferred operating contributions represent externally restricted grants and contributions for which the related expenditures have not been incurred.

	2013	2012
Balance, beginning of year	$ 32,246	$ 42,443
Add: Grant contributions received or receivable in the year		
Law Foundation of Saskatchewan	88,000	---
Law Foundation of Saskatchewan Legal Aid Endowment Fund Trust	32,940	37,795
Less: Amounts recognized as revenue in the year	(70,956)	(47,992)
Balance, end of year	$ 82,230	$ 32,246

7. Measurement Uncertainty

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Areas where estimates are significant to the financial statements include the accrued private solicitors' fees and its related provision of legal services expenditures. Other areas where estimates are made include the valuation of contribution receivables, amortization of tangible capital assets, non-vesting sick leave benefits, and contingent liabilities.

These estimates are based on the best information available at the time of preparation of the financial statements and are reviewed periodically to reflect new information as it becomes available. Measurement uncertainty exists in these financial statements and actual results could differ from those estimates.

8. Related Party Transactions

Included in these financial statements are transactions with various Saskatchewan Crown corporations, ministries, agencies, boards and commissions related to the Commission by virtue of common control by the Government of Saskatchewan and non-Crown corporations and enterprises subject to joint control or significant influence by the Government of Saskatchewan (collectively referred to as "related parties").

Facilities, vehicle rentals, office supplies, and miscellaneous office services are acquired from a related party. These transactions are recorded at rates which are determined primarily on the basis of recovery of the costs incurred by the related party. These transactions and amounts outstanding at year end are as follows:

	2013	2012
Expenses	$ 1,402,901	$ 1,501,263
Accounts payable	16,983	62,748

Other operating transactions with related parties are settled at prevailing market prices under normal trade terms. These transactions and amounts outstanding at year end are as follows:

	2013	2012
Expenses	$ 384,377	$ 623,278
Other revenue	6,212	---
Accounts payable	11,764	268,925

Each year, the Commission receives 99% of its operating revenue as a government transfer from the provincial Ministry of Justice recorded as appropriations, and 1% from grants and other sources. The Commission depends on funding from these sources for the continuance of its operations. As at March 31, 2013, there is a receivable of $100,000 (2012 – nil) from the Ministry.

In addition, the Commission pays Provincial Sales Tax on all its taxable purchases. The Commission also received transcripts without charge from the Ministry of Justice, Transcript Services.

During the year, the Commission made payments of $127,242 (2012 - $135,242) to the Saskatchewan Legal Aid Commission Benefit Plan Surplus Fund (Fund) that is set up under the collective bargaining agreement between C.U.P.E. 1949 and the Commission. As outlined in the agreement, the Fund is jointly administered by the Commission and the Union through the Labour Management Relations Committee. The Commission provides the Fund with day-to-day administration. The intent of the Fund is to cover increased premium costs of the extended health care benefits for members of C.U.P.E. Local 1949. The increased premium costs are initially paid by the Commission and for the year the Fund reimbursed the Commission $130,200 (2012 - $111,253) for the increased premium costs. The balance of this account is $235,607 (2012 - $209,772) and these amounts are not included on the Commission's statement of financial position.

Other transactions with related parties and amounts due to or from them are described separately in these financial statements and the notes thereto.

9. The Law Foundation of Saskatchewan Legal Aid Endowment Fund Trust

A Trust Deed exists between the Law Foundation of Saskatchewan and the Trustees of The Law Foundation of Saskatchewan Legal Aid Endowment Fund Trust (Trust). The Trust has been established with an endowment to assist in the Commission's mandate by:

a) improving access to justice for persons whose own financial resources are inadequate;
b) enhancing the ability of all Commission employees to provide legal aid service to clients, including education, research and the acquisition of research, teaching and library materials by the Commission;
c) providing funds for research in legal and social areas related to legal aid and access to justice; or
d) assisting otherwise in the Commission's mandate in ways not traditionally covered by government funding, and with particular emphasis on novel or innovative programs or delivery methods.

An endowment amount of $2,100,000 (2012 - $2,100,000) has been provided to the Trust and only the net income from the Trust is available for the beneficiaries. The transactions and amounts related to activities of the Trust at year end are as follows:

	2013	2012
Grants	$ 32,940	$ 37,795
Deferred contributions	25,790	18,555

The Trust has five trustees, three of which are members of the Commission. They include:

- The Chair of The Saskatchewan Legal Aid Commission
- A commissioner of The Saskatchewan Legal Aid Commission, appointed by the Law Society of Saskatchewan
- A commissioner of The Saskatchewan Legal Aid Commission, appointed by the Minister of Justice (Saskatchewan)

The Commission has authorized the utilization of its staff as may be reasonably required from time to time to provide administrative support to the Trust at no fee.

10. Budget

These unaudited amounts represent the operating budget approved by members of The Saskatchewan Legal Aid Commission.

11. Comparative Figures

Certain comparative figures have been reclassified to conform to the current year's presentation.

12. Transition to Public Sector Accounting Standards

As stated in Note 1, these are the Commission's first financial statements prepared in accordance with PSA standards. The transition to PSA accounting standards included an adjustment to the 2011 financial statements with respect to employee future benefits. Specifically, this adjustment relates to accounting policy differences under public sector standards with respect to the determination of the obligation for accumulated sick leave. The impact of these restatements on the comparative figures is as follows:

	2012	2011
Accumulated surplus beginning of year as originally reported	$ 1,055,787	$ 1,277,886
Adjustments to accumulated surplus		
Employee non-vested sick-leave future benefits recognized	(129,500)	(129,500)
Accumulated surplus beginning of year, as restated	$ 926,287	$ 1,148,386

For the year ending March 31, 2012, there was no other adjustment required to the statement of operations.

Schedule 1

THE SASKATCHEWAN LEGAL AID COMMISSION
SCHEDULE OF ADMINISTRATIVE AND OPERATING EXPENSES
Year Ended March 31

	2013		2012
	Budget	Actual	Actual
Central Office Administrative and Operating Expenses			
Leased accommodation	$ 165,900	$ 96,446	$ 117,775
Computer leases, maintenance, and support	100,379	88,629	113,431
Stationery and office supplies	12,524	24,991	9,943
Telephone	18,460	16,060	18,285
Postage	17,216	11,706	13,654
Periodicals	4,516	1,730	1,553
Photocopying	3,288	3,122	2,653
Expenses related to Endowment Grant revenue	40,000	25,705	47,992
Expenses related to Law Foundation Grant revenue	---	45,250	---
Other operating expenses	263,338	251,478	205,530
Total Central Office Administrative and Operating expenses	$ 625,621	$ 565,117	$ 530,816
Area Office Administrative and Operating Expenses			
Leased accommodation	$ 1,061,054	1,066,948	$ 1,365,727
Computer leases, maintenance, and support	147,769	123,482	241,039
Stationery and office supplies	112,476	134,043	116,368
Telephone	114,540	110,904	119,052
Postage	30,784	43,830	42,504
Periodicals	38,484	49,941	48,642
Photocopying	32,912	43,478	37,078
Other operating expenses	171,452	164,687	170,039
Total Area Office Administrative and Operating Expenses	$ 1,709,471	$ 1,737,313	$ 2,140,449

ABANDONED

These are applications that were opened and approved on or after April 1, 2012 and a lawyer has provided some level of legal service to the client. Before March 31, 2013 the client was responsible for ending the relationship with LAS either through dismissing the lawyer, losing contact or another miscellaneous reason.

APPLICATION

Refers to a formal written request for legal assistance. Related legal matters enumerated at the time of application are included on one application. Separate applications are counted for criminal, family, (and to a very minor extent, civil and provincial offence matters).

AWAITING TRANSFER

Those files that were being sent to other Area Offices or the private bar but had not been approved to do so, as of March 31, 2013.

BRYDGES SERVICE

Refers to Duty Counsel Advice provided over the telephone by contract lawyers. This service is available to all individuals detained for a crime regardless of range of service or their eligibility for the full services of LAS.

COMPLETED

These are applications that were opened with a service date on or after April 1, 2012 and were listed as Matter Complete as of March 31, 2013. This presumes that the client received the legal services they requested and the matter is now concluded.

DENIED

These are applications that were opened as of April 1, 2012 but have been denied as of March 31, 2013. Although most applications are denied at the beginning of the application process, some of these clients may have received legal service from LAS during the active time of their case.

DISCONTINUED

These are applications that were opened with a service date on or after April 1, 2012 and the client only received administrative service from Legal Aid, i.e., application forms, appointments made with lawyers and never received the legal services of a lawyer before losing contact with the office. As of March 31, 2013 an administrative decision has been made to close the file as a discontinued application.

DUTY COUNSEL ADVICE

Immediate advice, by telephone or in person, to arrested or detained persons, irrespective of financial status and provided by a LAS staff lawyer of or through the Brydges Service as noted above.

DUTY COUNSEL SERVICE

Refers to legal services provided by a lawyer to individuals in custody where the person assisted had not applied in writing requesting legal aid service and results in representation of the individuals in court, regardless of range of service or their eligibility for the full service of LAS. If the client's case is not resolved, but he or she is released, then it is the client's decision to apply for full service or not.

FAMILY MATTERS

Refers to proceedings related to divorce, separation, maintenance, custody/access and other matters of a family law nature. These matters also include child protection proceedings.

FEDERAL CRIMINAL MATTERS (ADULTS)

Refers to matters under the Criminal Code of Canada, Narcotic Control Act, Food and Drug Act or other Federal Statutes, if the proceedings are by way of indictment; or, if upon conviction and sentence, there is a likelihood of imprisonment or loss of livelihood.

FEDERAL CRIMINAL MATTERS (YOUTH)

Refers to matters under the Youth Criminal Justice Act.

FINANCIAL ELIGIBILITY

Refers to the decision made regarding an application based on the applicant's financial information about income, assets and liabilities; the decision can be in favour of or against eligibility.

FULL SERVICE APPLICATION

Refers to an application for the full legal services of LAS.

FULL TIME EQUIVALENT (FTE)

Refers to a statistical number that takes into account the number of total hours worked by all employees divided by the maximum number of compensable hours in a work year.

INCOMING RECIPROCAL

These are applications received from another province that were opened up with a service date on or after April 1, 2012 and to be dealt with as of March 31, 2013. This occurs solely in family matters and is contingent upon the location of other parties involved in the case. Full legal services are provided by Legal Aid Saskatchewan in these cases pursuant to the Interprovincial Reciprocity Agreement.

ONGOING FILES

These are applications that are approved on or after April 1, 2012 and a lawyer has provided some level of legal service to the client. The file is still ongoing as of March 31, 2013 and could end up completed, abandoned or denied in the future.

OUTGOING RECIPROCAL

These are applications that were opened up with a service date on or after April 1, 2012 and were sent to another province to be dealt with as of March 31, 2013. This occurs solely in family matters and is contingent upon the location of other parties involved in the case. Minimal legal service may have been provided by Legal Aid Saskatchewan in these situations but often the process is primarily administrative.

PENDING

These are applications that have been taken on or after April 1, 2012 but the client has yet to have interacted with a Lawyer or Legal Assistant and may not have received any legal services from LAS as of March 31, 2013. These files could end up completed, ongoing, abandoned, denied, outgoing reciprocal or discontinued.

PROVINCIAL OFFENCE MATTERS

Refers to applications for matters under provincial statutes, such as Alcohol Control Act, Wildlife and Parks Act, or Highway Traffic Act.

REFUSED APPLICATION

Refers to all formal written requests for legal aid that have been denied legal services due to financial ineligibility, lack of merit or range of service or coverage restrictions.

SUMMARY ADVICE

Refers to the provision of legal advice, information or any other type of minimal legal service by a lawyer to an individual involving no more than a brief interview or telephone call.

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1192 102nd Street
North Battleford, SK S9A 1E9
Phone: 306-446-7700
Fax: 306-446-7598
Toll Free: 1-877-441-4418
Legal Director: Janice Lawrence Q.C.

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#502 – 201 21st Street East
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Phone: 306-933-5300
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Toll Free: 1-800-667-3764
E-mail: central@legalaid.sk.ca
Chief Executive Officer: Craig W.J. Goebel

Meadow Lake Area Office
Unit #3, 101 Railway Place
Meadow Lake, SK S9X 1X6
Phone: 306-236-7636
Fax: 306-236-7634
Toll Free: 1-800-461-8188
Legal Director: Karen Srodulski

Melfort Area Office
P.O. Box 6500
3rd Floor, 105 Crawford Avenue East
Melfort, SK S0E 1A0
Phone: 306-752-6220
Fax: 306-752-6127
Toll Free: 1-877-424-1901
Legal Director: Rosanne Newman, Q.C.

Moose Jaw Area Office
#113 – 110 Ominica Street West
Moose Jaw, SK S6H 6V2
Phone: 306-694-3700
Fax: 306-694-3738
Toll Free: 1-877-424-1902
Legal Director: Mervyn Shaw, Q.C.

Northern Area Office
Box 5000
Mistasinihk Place, 1328 La Ronge Avenue
La Ronge, SK S0J 1L0
Phone: 306-425-4455
Fax: 306-425-4472
Toll Free: 1-800-667-4095
Legal Director: Kimberly Earing

Prince Albert Area Office
Box 3003, Room 1138, 11th Floor L.F. McIntosh Building
800 Central Avenue
Prince Albert, SK S6V 6G1
Phone: 306-953-2850
Fax: 306-953-2866
Toll Free: 1-877-424-1900
Acting Legal Director: George Combe

Regina City Area Office
#200 - 1871 Smith Street
Regina, SK S4P 4W5
Phone: 306-787-8760
Fax: 306-787-8827
Toll Free: 1-877-424-1897
Legal Director: Jamie Struthers, Q.C.

Regina Rural Area Office
#102 – 2400 College Avenue
Regina, SK S4P 1C8
Phone: 306-787-1141
Fax: 306-787-2316
Toll Free: 1-877-424-1906
Legal Director: David Andrews, Q.C.

Saskatoon City Criminal Area Office
#1053 – Sturdy Stone Centre
122 Third Avenue North
Saskatoon, SK S7K 2H6
Phone: 306-933-7820
Fax: 306-933-7827
Toll Free: 1-877-424-1898
Legal Director: George Combe

Saskatoon City Family Office
#155 – Sturdy Stone Centre
122 Third Avenue North
Saskatoon, SK S7K 2H6
Phone: 306-964-2200
Fax: 306-964-2222
Toll Free: 1-877-324-2200
Legal Director: Kelly Shaw

Saskatoon Rural Area Office
#941 – Sturdy Stone Centre
122 Third Avenue North
Saskatoon, SK S7K 2H6
Phone: 306-933-7855
Fax: 306-933-7854
Toll Free: 1-877-424-1899
Legal Director: Donald Mullord, Q.C

South East Area Office
Box 5000-170
Main Floor, 1302 3rd Street
Estevan, SK S4A 2V6
Phone: 306-637-4620
Fax: 306-637-4625
Toll Free: 1-877-424-1903
Legal Director: Robert Grimsrud

Swift Current Area Office
3rd Floor, 350 Cheadle Street West
Swift Current, SK S9H 4G3
Phone: 306-778-8272
Fax: 306-778-8307
Toll Free: 1-877-424-1905
Legal Director: Adrian McBride

Yorkton Area Office
#301 – 120 Smith Street East
Yorkton, SK S3N 3V3
Phone: 306-786-1440
Fax: 306-786-1405
Toll Free: 1-877-424-1904
Legal Director: David Bright

LegalAid
SASKATCHEWAN

Central Office
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Phone: 306-933-5300
Fax: 306-933-6764
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